

What You Need To Know – Information for Moyallon Centre Users

Centre Policy

1. The use of illegal drugs and alcohol is prohibited at the Moyallon Centre
2. The Centre is a non-smoking venue. The use of candles indoors is prohibited. Supervised campfires and BBQ's in the designated area only and with prior agreement by the Centre.
3. We hope you find the Moyallon Centre to be a comfortable place to stay and we ask all users to treat the property with respect and leave it clean and tidy.
4. It should be noted that any group booking the centre must provide documentary evidence of the groups own insurance policy. This must provide employer liability (where applicable) and public/product liability of at least £2,000,000. A photocopy of this information from your groups policy should be sent to us with the booking form when making your booking.
5. It is advisable to bring a first aid kit and to have a trained first aider in the group.
6. Groups using the Centre must give careful consideration to the ratio of leaders to children or young people. Where there are mixed groups using the Centre, male and female leaders must be present and consideration given to appropriate sleeping arrangements.
7. The Centre uses the Child Protection guidelines of the Religious Society of Friends in Ireland. It is a requirement that groups have their own Child Protection Policy or agree to abide by these guidelines, a copy of which is available on request.

Practicalities

Bookings:

- Weekend bookings are from 7pm on Friday evening until 4pm on Sunday.
- Week-long bookings are from 7pm on Friday until noon the following Friday.
- Please talk to us if you would like to make a mid-week or non-residential booking.
- Please see the enclosed rate card for the current prices.
- Every weekend throughout the year and during the busy period between June and September, there is a minimum occupancy of 25 people. Smaller groups should note that they are still welcome to use the centre but will be charged at the minimum occupancy rate of 25 people.

On arrival You will be required to complete a form listing participant's names and indicate who is staying in each room. The centre is unstaffed but on arrival someone will meet your group and brief you about the centre. You will be given an emergency contact number for someone in the local area who will be available if you require assistance

Catering: The Centre is primarily designed to be a self-catering venue and the kitchen is well-equipped for this purpose. If your group requires meals, we may be able to help you to arrange local caterers, please ask us at the time of booking. There are a number of large supermarkets within a 10 minute drive of the Centre and several smaller shops close by, one of which is attached to a petrol station. The larger supermarkets (ie Tesco's) will deliver.

Updated 7/8/2007

Moyallon Centre, 117 Stramore Road, Portadown, Co Armagh, BT63 5JZ

Web: www.moyallon.org • Email: info@moyallon.org • Tel: 028 38 830 906

Grounds: We hope you enjoy the Centre's wonderful setting and extensive grounds. The centre is sited beside an historic Quaker Meeting House, still in use today. Please be respectful of the burial ground and do not use it for games. A large field is available for outdoor games, and we can set up a volley ball net if requested in advance.

Accommodation and facilities:

- The Centre has a large and well equipped Kitchen with a cooker, industrial dishwasher, fridge and freezer units and a warming cupboard. There is a range of catering equipment and a full set of crockery and cutlery. There is a coffee machine situated beside the serving hatch to the Dining Room. The Dining Room can seat 60 people and Highchairs are available. Groups will need to bring their own tea-towels, cloths, bin liners and cleaning materials.
- The "Reading Room" is the main meeting room and can comfortably seat 60 people. A flip chart can be provided on request. The seats can be stacked allowing the room to be used for a variety of purposes.
- There are 13 bedrooms all of which are en-suite. These are family style rooms with bunk beds. There are 8 bedrooms which sleep 4 people and 5 bedrooms which sleep six. Two bedrooms have special bathroom facilities for people with disabilities, one on the ground floor and one on the first floor.
- The entire Centre is designed to be accessible for wheelchair users and a lift is available for people using wheelchairs or who difficulty with stairs. (Please inform the Centre when booking if your group will require use of the lift.)

Bedding: The Moyallon Centre will provide a pillow and pillow case for each bed. Youth groups are encouraged to bring their own sleeping bag (or alternative). Sheets and quilts with covers can be provided at an extra cost of £2 per person per night. Please let the Centre know before arrival if you require bedding. Groups are requested to strip all beds before departure. Towels are not provided.

Deposit and Damage Charges: Each group will pay a £200 deposit at the time of booking. This is non-refundable if your group cancel within 8 weeks of the expected date of the group's arrival. All damage to the centre, furniture, fixtures or equipment must be reported and your group will be liable for the cost of repair or replacement.

Cleaning: To keep costs low, we do not employ cleaners. Therefore, every group must leave the Centre clean, tidy and ready for use by the next group. If extra cleaning is required, your group will be billed to cover the cost. Hoovers, brushes and mops are all provided by the Centre. Groups need to bring their own cleaning materials as these are not provided.

On Departure Each group will be expected to leave the Centre clean and tidy and it is essential all damages be reported before departure. Someone will be available at the time of departure to check the building and collect keys. All payment must be received before the group leaves.

If you have any questions or require any further information please contact Rosemary Calvert (028 92 669 253)

Updated 7/8/2007

Moyallon Centre, 117 Stramore Road, Portadown, Co Armagh, BT63 5JZ
Web: www.moyallon.org • Email: info@moyallon.org • Tel: 028 38 830 906